

FIRE CHIEF

DISTINGUISHING FEATURES

The fundamental reason the Fire Chief position exists is to plan, organize and administratively direct the activities of the Fire Department. The Fire Chief is responsible for the establishment, implementation and administration of programs and policies for the protection of citizens from loss of life or property. Responsibilities include: Establishing the direction and general operation of the department through professional leadership; preparing for the future through selection and development of members, modern facilities and apparatus; positioning the department to meet the community's current and future needs through appropriate technologies and services; and providing advice and counsel to the City Manager, Mayor and Council on fire prevention, suppression and related matters. This classification reports directly to the City Manager.

ESSENTIAL FUNCTIONS

Oversees and coordinates the establishment and accomplishment of organizational, departmental and work group goals and objectives. Develops and implements policies, procedures, rules and regulations for the effective and efficient operation of department functions and personnel.

Plans and oversees department activities that include: recruitment, selection, training and instruction of department personnel; purchase of new apparatus, equipment and supplies; assignment of personnel and equipment; accreditation requirements, budgeting and control of expenditures.

Maintains high visibility and places strong emphasis on communicating with all members of the department through work site visits, formal presentations and interaction, and provision of information in written form as appropriate.

Plans, organizes, directs and evaluates emergency response operations including fire fighting, emergency rescue and hazardous material response, and fire prevention programs. Demonstrates continuous effort to improve operations, decrease turnaround times, streamline work processes, and work cooperatively and jointly to provide quality seamless customer service.

Develops departmental budget including a five-year plan and capital improvement plan. Correlates annual budget requests for the department's divisions and sections. Presents ad hoc budget requests to Council for contingency fund approval; administers all fiscal responsibilities of the departmental budget.

Directs the preparation and ultimate analyses of fire records and reports to secure efficient operations, to meet service demands, and to comply with authorized requests for information regarding departmental activity and personnel; analyzes records and reports; interprets records for validity; evaluates data for improvement.

Attends meetings and serves on committees, boards and agencies related to promoting fire prevention, improving fire suppression, and emergency medical services; keeps abreast of new developments in the field; facilitates departmental management/association meetings; attends community and neighborhood meetings.

Appears before public and news media, as appropriate, to explain emergency response operations or activities.

Consults with and advises the City Manager, Mayor and Council on matters pertaining to firefighting, emergency medical services, and fire protection.

MINIMUM QUALIFICATIONS

Knowledge, Skills and Abilities:

Knowledge of:

Supervisory and management methods and techniques.

Principles and practices of modern municipal fire administration.

Principals and practices of effective administration with particular attention to short and long range strategic planning.

Principles and methods of budget preparation and monitoring.

The operation and capabilities of the various types of apparatus and equipment used by the department.

Current fire fighting tactics and strategies for all types of fire such as wild-land, commercial, residential, airport, flammable and combustible liquids, vehicle, etc.

Personal computers and related software.

Effective methods of planning, training, assigning and directing the personnel and equipment for the most efficient use for small as well as large or complex and dangerous fires.

Ability to:

Supervise, lead and direct the Fire Department.

Plan, implement and oversee programs of departmental operations and activities, personnel training and fire prevention.

Organize and direct the activities of a large staff engaged in providing optimum fire services.

Act as a direct link between the City Manager and all other members of the department.

Quickly make determinations as to the best course of action for fighting fires or responding to other related emergency situations.

Work in a team environment under extremely stressful situations.

Prepare and present accurate and reliable reports containing findings and recommendations.

Quickly learn and put to use new skills and knowledge brought about by rapidly changing information and/or technology.

Effectively analyze and resolve operational and procedural problems.

Develop formal agreements and contracts with other agencies and communities.

Perform a wide variety of duties and responsibilities with accuracy and speed under the pressure of time-sensitive deadlines.

Demonstrate integrity, ingenuity and inventiveness in the performance of assigned tasks.

Communicate effectively both orally and in writing, with the public and other employees.

Establish and maintain effective working relationships with staff, City officials, community organizations, other agencies and City departments, and the general public.

Education & Experience

Requires a Bachelors degree with a major in Fire Science, Public Administration, Management, Business, or a closely related field. Completion of the Executive Fire Officer Program at the National Fire Academy is desirable. Eight years of increasing responsible command and supervisory experience in a fire department of comparable size, including three years of management responsibility preferably as a Deputy or Assistant Fire Chief.

Special Requirement

Must possess and maintain a valid Arizona Driver's License with no major driving citations in the last 39 months.

FLSA Status: Exempt

HR Ordinance Status: Unclassified